



# Town of Sterling Employment Application

Office of Town Administrator/Select Board

1 Park Street, Sterling, MA 01564

978 422 8111

## PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The Town of Sterling is an equal opportunity employer and does not discriminate against any applicant because of race, color, ethnicity, religion, sex, sexual orientation, gender identity, marital status, national origin, age, disability, military status, or any other class protected by federal, state, or local law. Any individual who requires assistance completing this application should contact the Office of the Town Administrator.

### CONTACT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Emergency Contact Name and Number: \_\_\_\_\_

### POSITION APPLYING FOR

Position: \_\_\_\_\_

Have you ever been employed by the Town of Sterling? Specify: \_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_

College: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Degree: \_\_\_\_\_

Trade or Technical School: \_\_\_\_\_ Degree or Certification: \_\_\_\_\_

### LICENSES AND SKILLS

Valid Driver's License?  Yes Class: \_\_\_\_\_  No

Hydraulic License?  Yes  No

Other Licenses or Certifications: \_\_\_\_\_

List Computer Skills: \_\_\_\_\_

Other relevant skills: \_\_\_\_\_

**EMPLOYMENT HISTORY (You may include military service)**

**Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

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**OTHER QUESTIONS**

Are you over the age of eighteen?  Yes  No (If no, you may be required to provide authorization to work.)

If hired, can you provide proof that you are legally authorized to work in the United States?  Yes  No (You will be required to provide proof of your right to work)

Where required, for the position being sought, offers are conditioned upon a pre-employment drug and alcohol screening. Are you willing to submit to such a test?  Yes  No

Where required, for the position being sought, offers are conditioned upon a pre-employment physical examination. Are you willing to submit to such a test?  Yes  No

**DISCLOSURES**

- A. I understand that acceptance of this application by the Town of Sterling does not imply that I will be offered a job.**
- B. I understand that any offer of employment is subject to a six-month probationary period and that during this period, my employment may be terminated at any time or for any reason, unless stipulated otherwise in a bargained agreement or contract.**
- C. The information that I have provided is complete and accurate. I understand that any misrepresentation or omission of any relevant fact on my application, resume or other application material may be grounds for refusing or withdrawal of an offer of employment or termination of employment, if already employed.**
- D. I understand that any offer of employment is conditioned upon the successful completion of a pre-employment screening. This process may include a satisfactory check of references, CORI, and other criminal background review, testing, examinations, or investigations that the Town reasonably believes will ensure that the employee is mentally, physically, and ethically suited and prepared to perform the duties of the position.**
- E. I authorize the Town of Sterling to take whatever steps are necessary to verify the information that I have provided, including but not limited to, contacting present and former employers, schools, and governmental agencies.**
- F. I hereby release the Town, my present and former employer/employees, and all individuals and organizations contacted for information about me from any and all liability and damages arising from their providing the requested information.**
- G. I understand that I may be requested to complete a CORI release form. Refusal to complete this form may result in a refusal of an offer of employment or withdrawal of an already tendered offer of employment.**
- H. I understand that employment with the Town of sterling, is “at-will” and the Town may terminate such employment at any time without recourse by the employee, unless covered by an employment contract or collective bargaining agreement.**

I  
I have read and understand all statements above and I agree to be bound by them. I affirm that the information that I have provided is complete and accurate to the best of my knowledge.

**Applicant’s Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant’s Signature:** \_\_\_\_\_